



MITCHELL E. DANIELS, Jr., Governor
STATE OF INDIANA

DEPARTMENT OF HOMELAND SECURITY JOSEPH E. WAINSCOTT, JR., EXECUTIVE DIRECTOR

*Indiana Department of Homeland Security
Indiana Government Center South
302 West Washington Street
Room E-239
Indianapolis, IN 46204
317-234-6259*

**EMERGENCY MEDICAL SERVICES
TECHNICAL ADVISORY COMMITTEE MINUTES**

DATE: **JUNE 29, 2010**
 10:00 A.M.

LOCATION: INDIANA GOVERNMENT CENTER SOUTH
 302 W. WASHINGTON STREET
 INDIANAPOLIS, INDIANA 46204
 CONFERENCE ROOMS 1 & 2

MEMBERS PRESENT:

LEON BELL	ALS TRAINING INSTITUTION OFFICER
FARIL WARD	EMS CHIEF OPERATING OFFICER
STEPHEN COX	EMS CHIEF OPERATING OFFICER
CHARLES FORD	EMS CHIEF EXECUTIVE OFFICER
SHERRY FETTERS	EMS CHIEF EXECUTIVE OFFICER
MICHAEL GAMBLE	EMERGENCY DEPT. DIRECTOR
VALERIE MILLER	EMERGENCY DEPT. DIRECTOR
EDWARD BARTKUS	EMS MEDICAL DIRECTOR
SARA BROWN	EMS MEDICAL DIRECTOR
ELIZABETH WEINSTEIN	EMS FOR CHILDREN
JOHN ZARTMAN	ALS TRAINING PROGRAM DIRECTOR
MICHAEL MCNUTT	BLS TRAINING PROGRAM DIRECTOR
TINA BUTT	1 ST RESPONDER TRAINING DIRECTOR

MEMBERS ABSENT:

OTHERS PRESENT:	RICK ARCHER	STATE EMS DIRECTOR
	MARA SNYDER	LEGAL COUNSEL
	BRAD GAVIN	LEGAL COUNSEL/ETHICS OFFICER
	BRUCE BARE	STATE EMS SECTION CHIEF

A) Call to Order: Meeting was called to order by Rick Archer and asked that the TAC Committee introduce themselves. Mr. Archer gave the floor to Mrs. Snyder.

B) Officer Elections: Mara Snyder headed the election of Chairman for the TAC Committee: Leon Bell was elected as Chairman.

Mrs. Snyder instructed that Chairman Bell head the election of Vice Chairman and TAC Secretary. Mr. Bell headed that election of Vice Chair and TAC Secretary.

Vice Chairman- John Zartman
Secretary- Tina Butt

Faril Ward offered a motion to approve the seating of chairs. The motion was seconded by John Zartman. The motion passed.

C) Roles and Responsibilities- Rick Archer

Mr. Archer introduced Training and Compliance Officer-Bruce Bare, EMS Compliance Secretary Gail Fennell and Test manager Karrie Dillon who was not in attendance due to she is out of the office for IFSAC Training.

Mr. Archer stated to the TAC Committee that EMS Staff has put the meeting agenda together for the first meeting and that the agenda will be the responsibility of the Committee as well as the setting of meeting locations. Mr. Archer stated the committee would:

- A) Assist the Commission in rule-making process
- B) Conduct research
 - i) Fiscal impact on Small Business Requirements
 - ii) Statistical Analysis
- C) Help Determine Necessity of Rules
- D) Assist Staff in research projects
- E) Establish Meeting Frequency

John Zartman offered a motion to set TAC meeting on the 1st Tuesday opposite of the EMS Commission Meetings. The motion was seconded by Dr. Weinstein. The motion passed.

D) Legal Requirements- Mara Snyder

- a) Review Terms
- b) Review of Statute Creating the TAC
- c) Open Door Meeting Requirements

Mrs. Snyder advised the Committee that any meeting is open to the public, that there can't be any meeting held by email and that all meetings have to be posted on the IDHS web site and agency calendar.

- d) Special Employee Status/Reporting Requirements – Brad Gavin

Mr. Gavin reviewed the requirements for the committee and advised must complete Ethics training. Information will be emailed to the committee to complete.

E) Meeting Logistics- Gail Fennell

a) Location- The TAC Committee was notified that all meetings have to be held within 50 miles of Indianapolis central office due to budget restraints.

b) Travel Reimbursement- TAC was given the paperwork for Travel reimbursement to be filled out and returned to Gail Fennell for submission to fiscal department.

c) TAC was told that any supplies needed for the TAC will need to be done on a Request for Expenditure (RFE), and that if that information would get to Gail Fennell, she would get the paperwork ready for approval and submission.

F) Rules Currently Under Consideration:

a) Trauma System Rules- TAC was given a proposal of Trauma rewritten rules.

b) EMD

c) National Standard Curriculum- Mr. Bare stated to the Committee that he has been working on wording and will be available to help the TAC with any issues.

Chairman Bell recommended a TAC subcommittee to start reviewing the new National Standard Curriculum. The seating is as follows:

Tina Butt
Faril Ward
John Zartman

G) Next Meeting: August 3, 2010
Location to be announced

H) Adjournment:

There being no further business, the meeting was adjourned at 12:45 p.m.

Approved _____
Leon Bell III, Chairman